

MI-WIC Policy Index

The following Index reflects the current MI-WIC Policy Manual and includes the effective date of each policy. If the implementation date is different from the effective date, the implementation date is also listed.

MI-WIC Chapter 1: Administration

	Effective Date	Implementation Date
1.01 Use of Policy and Procedure Manual	4/15/2015	
1.02 Overview of the WIC Program	4/15/2015	
1.03 Confidentiality	4/15/2011	
1.04 Fair Hearing Procedures for Clients	5/19/2016	
1.04A Rules of Local Agency Fair Hearing Procedures	5/19/2016	
1.04B Fair Hearing Procedure for Clients	5/19/2016	
1.05 Management Evaluation	8/10/2012	
1.06 Record Retention and Destruction	2/25/2014	
1.07 Local Agency Staffing	2/25/2014	3/25/2014
1.07A Local Agency Breastfeeding Coordinator	9/24/2010	
1.07B Lactation Consultant/ Educator	9/24/2010	
1.07C WIC Peer Counselor Supervisor/ Coordinator	9/24/2010	
1.07D WIC Peer Counselor	9/24/2010	
1.07E MSUE Breastfeeding Initiative Peer	9/24/2010	
1.07F WIC Coordinator	2/25/2014	3/25/2014
1.07G Exhibit Nutrition Staffing Roles	2/25/2014	3/25/2014
1.08 Administrative Appeal of State Agency Decisions	7/7/2009	
1.09 Civil Rights	9/9/2016	
1.09A USDA Program Discrimination Complaint Form	9/10/2013	
1.10 Voter Registration	9/10/2013	
1.10A Voter Registration Form	6/1/2009	
1.10B Voter Registration Poster (DCH-1131)		
1.10C Affidavit of Voter not in Possession of Picture Identification Form	9/10/2013	
1.11 Annual Quality Services Review	9/10/2013	
1.12 Public Health Disaster/Emergency Planning and Coordination	11/19/2015	

2.0 Eligibility/Certification

	Effective Date	Implementation Date
2.01 Eligibility/Certification of Clients	7/7/2009	
2.02 Residency	6/1/2009	
2.03 Identity	7/7/2009	
2.04 Income Determination	5/15/2015	
2.04A Military Pay	4/2/2010	
2.05 Income Guidelines	7/1/2016	
2.06 Adjunct Income Eligibility	9/10/2013	10/1/2013
2.07 Declaration of No Income	7/7/2009	
2.08 Family Size	6/1/2009	
2.09 Physical Presence	6/1/2009	
2.10 Proof of Pregnancy	4/12/2013	
2.11 Foster Child Services	6/1/2009	
2.12 Migrant Family Eligibility	9/10/2013	10/1/2013
2.13 Nutritional Risk Criteria	2/25/2014	
2.13A Michigan Risks	5/19/2016	

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2.13B State-Designated Nutritional High Risk Conditions by WIC	5/19/2016	
2.14 Risk Determination		
• Pregnant Woman Health and Diet Questions	8/10/2010	
• Postpartum Woman Health and Diet Questions	8/10/2010	
• Postpartum Woman Health and Diet Questions-A	8/10/2010	
• Infant Health and Diet Questions	8/10/2010	
• Infant Mid-Certification Health and Diet Questions	8/10/2010	
• Child Health and Diet Questions	8/10/2010	
2.15 Anthropometric Risk Determination	5/15/2013	
• Anthropometric Manual	4/28/2014	
2.16 Hematological Risk Determination	4/12/2013	
• Laboratory Manual	11/21/2013	
2.17 Certification Periods	4/12/2013	
2.18 Notification of Client Rights and Responsibilities	6/1/2009	
2.18A Michigan WIC Client Agreement	12/7/2015	
2.19 Verification of Certification	11/2/2016	
2.20 Notice of Ineligibility, Mid-Certification Termination and Expiration of Certification	7/1/2010	
2.21 Mid-certification Income Assessment	6/1/2009	
2.22 Homeless Facilities, Shelters, and Institutions	11/2/2016	2/1/2017
2.22A Homeless Facility, Shelter or Institution Agreement	11/2/2016	2/1/2017
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3.02A Federal Ranking	3/16/2010	
3.03 Dual Participation	2/23/2010	
3.03A WIC-CSFP Dual Participation Notice	2/23/2010	
3.04 Transfers	11/2/2016	
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4.04 Breastfeeding Equipment, Inventory and Maintenance	2/1/2010	
4.04A Loaner Breast Pump Return Receipt	2/1/2010	
4.04B Multiple User Electric Breast Pump repair Procedure for Evenflo/Ameda Elite Pumps	2/1/2010	
4.04C Multiple User Electric Breast Pump repair Procedure for Medela Lactina Pumps	2/1/2010	
4.05 Issuance of Multiple User Breast Pumps	2/1/2010	
4.05A Description of Multi-User Breast Pumps	2/1/2010	
4.05B Multi-Use Breast Pump Loan and Release Agreement	2/1/2010	
4.06 Issuance of Personal Use Electric Breast Pumps	2/1/2010	
4.06A Description of Personal Use Electric Breast Pumps	2/1/2010	
4.06B Single-User Breast Pump Release Agreement	2/1/2010	
4.07 Issuance of Manual Breast Pumps	2/1/2010	

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4.07A Description of Manual Breast Pumps (Single-user)	2/1/2010	
4.08 Lost/Stolen Breastfeeding Equipment	2/1/2010	
4.08A Sample Local Agency Breast Pump Retrieval Letter	2/1/2010	
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5.01C WIC Nutrition Education Materials Evaluation Form	11/6/2014	12/15/2014
5.01D Sample Nutrition Education Plan Report	11/6/2014	12/15/2014
5.01E Nutrition Education Lesson Plans	11/6/2014	12/15/2014
5.02 Nutrition Education Contacts	11/6/2014	12/15/2014
5.03 Nutrition Education at Certification/Recertification Appointments	11/6/2014	12/15/2014
5.04 Nutrition Education at Infant/Child Evaluation Appointments	11/6/2014	12/15/2014
5.05 Interim Nutrition Education, Client Feedback and Support	11/6/2014	12/15/2014
5.06 Required Services for High Risk Clients	11/6/2014	12/15/2014
5.06A High Risk Documentation Guidance	rev. 9/21/2015	n/a
5.07 Documentation of Nutrition Education	11/6/2014	12/15/2014
5.07A Nutrition Education Documentation Grid	11/6/2014	12/15/2014
5.08 Nutrition Education Collaboration	11/6/2014	12/15/2014
5.08A Sample Nutrition Education Collaboration Agreement	11/6/2014	12/15/2014
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• Form DCH-1326 Michigan WIC Special Formula/Food Request Form	7/11/2016	
• Coordination of Dietary Formula Authorization Among Children's Special Health Care Services, Medicaid and WIC Program	8/1/2009	
• Evaluating Appropriate Use of WIC Formulas	8/1/2012	
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8.03 Proxy Policy	6/1/2009	
8.04 Replacement of Food Benefits	1/6/2010	
8.05 Returned Formula	7/7/2009	
8.05A WIC Formula Acceptance and Reissuance/Donation Log	9/10/2013	11/10/2013
8.06 Client Education on Using Food Benefits	10/1/2009	
8.07 Manufacturers' and Stores' Sales Promotions	10/1/2009	
8.08 Michigan WIC Bridge Card Security	10/30/2009	
8.08A Michigan WIC Bridge Card Issuance Log	10/30/2009	
8.08B Michigan WIC Bridge Card Daily Inventory Control Log	11/1/2009	
8.09 Michigan WIC Bridge Card Issuance	10/30/2009	
8.09A Michigan WIC Bridge Card Issuance Log	10/30/2009	
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9.02 Employee Compliance	9/15/2011	
• Michigan WIC Employee Signature Form	9/15/2011	
• Employee Violation Types/Sanctions	12/14/2012	
• Employee/Agency Complaint Log	9/15/2011	
• Employee Compliance Complaint Report Form	9/15/2011	
• Employee Compliance Complaint Investigation Report	9/15/2011	
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10.01A Sample Inventory Form	11/6/2014	
10.02 System Equipment Maintenance and Replacement	11/6/2014	
10.02A MI-WIC Workstation Configuration Procedures	11/6/2014	
10.03 System Security and MI-WIC Access	11/6/2014	
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